

Student Records Maintenance by the College

Course Catalog 2016-2017

Admissions office. Students' applications, secondary school reports/transcripts, letters of recommendation, SAT and ACT scores, and similar materials are maintained by the admissions office until an admission decision is reached. Letters of recommendation are destroyed, and applications and secondary school reports/transcripts of those accepted who decide to enroll are sent to the student affairs and registrar's offices to form the students' personal folders.

Financial aid office. The financial aid office maintains correspondence dealing with loans, scholarships, and related topics. All materials except parents' confidential statements are available for inspection by the student.

Dean of students office. Admissions information forwarded by the admissions office forms the basis of these records. Besides correspondence with and about students, non-academic disciplinary records are maintained. The registrar routinely makes all student records available to the dean of students' office. Upon graduation, the dean of students' student folders are reviewed. Only summary records of activities, awards, honors, and related topics, are kept.

Registrar's office. The registrar maintains the academic records of all students. Two types of academic records are kept: permanent and nonpermanent.

- *Permanent academic record.* The permanent academic record includes the student's name, ID number, name of secondary school, date of Kenyon entry, date(s) of withdrawal and re-entry, major(s), minor(s), concentration(s), senior exercise completion, College degree and date granted, any credit for advanced placement tests and/or courses from other institutions accepted as transfer, and Kenyon courses, grades, credits, and quality points, as well as semester and cumulative averages.
- *Recording of suspensions and dismissals on academic records.* The following policies govern the recording of suspensions and dismissals on the student's permanent academic record:
 - Suspensions for disciplinary, social, or academic infractions are recorded on the student's permanent academic record as "Suspended: date." If the student is the subject of a judicial proceeding, but voluntarily withdraws from Kenyon before completion of the judicial process, "Date: Withdrew during judicial process" will appear on the student's transcript.
 - If a student is dismissed for disciplinary, social, or academic infractions, the student's transcript will indicate "Dismissed: date." If a student is suspended or dismissed for disciplinary, social, or academic infractions during a semester, the sanction will be enacted immediately following the expiration of the appeal deadline, and no grades will be issued for that semester. "In Progress" courses will

read "NG" (no grade) on the student's transcript, and there will be no opportunity to negotiate incomplete grades or complete these courses.

An exception to this procedure may be invoked in the event an infraction occurs within the last five (5) days of classes and an interim suspension has been invoked OR if the sanction has been issued within the last ten (10) days of the semester excluding exam days. In such cases, a student may make a written request to the dean of students and the office of the provost to complete course assignments on a provisional basis, pending the outcome of the hearing and/or appeal. Students whose requests are granted must adhere to the expectations of the (interim) suspension and may only submit coursework from off-campus, but that work should be graded and a final grade submitted to the registrar by the faculty member. Only in cases where the final outcome of the case/appeal does not result in suspension or dismissal will those provisional grades (not NG) be recorded on the student's transcript.

- If a student is required to withdraw from Kenyon because of substandard academic performance, the student's transcript will indicate "Required to withdraw: date."

Nonpermanent academic record. While the student is enrolled, an electronic folder containing correspondence with and about the student as well as forms submitted by the student is maintained. Such records may be destroyed after the student has graduated or withdrawn.

Reproduction of Records

Transcripts. All requests for transcripts should be addressed to the registrar's office and must be authorized by the student (or former student) by their signature. There is a per copy cost for transcripts supplied by the College. Transcripts are not provided for those who have overdue financial obligations to the College.

NOTE: The unauthorized altering of an academic record is a crime punishable by law. Students or graduates who fail to respect and maintain the integrity of their academic record, or copies thereof, will be prosecuted. The College reserves the right to limit or discontinue transcript service for such individuals.

Other records. When copies of other records are provided, a charge will be assessed at the rate of one dollar per page. Federal law prohibits the College from providing copies of transcripts from secondary schools and other colleges or universities.